



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

## MEMORANDUM

May 19, 2003

**SPED # 03-27**

To: Special Education Administrators  
County School Superintendents  
Special Education Preschool Coordinators

From: Lynn Busenbark, Ph.D.  
Exceptional Student Services/Director of Program Support

Subject: Child Find Intergovernmental Agreement

The attached intergovernmental agreement (IGA) for Arizona's child find procedures for the birth to 5 population was signed into effect by the Arizona Department of Economic Security and the Arizona Department of Education on October 9, 2002. Substantive changes include: 1) timelines for screening and evaluating preschool children need to be expedited to meet the intent of this IGA; and 2) use of a mandated form for tracking referrals between Arizona Early Intervention Program (AZEIP) and public education agencies (PEAs).

It is advisable that current child find procedures be revised immediately to include those prescribed in this IGA. Since all school-based staff are required to review child find procedures annually, it is also advisable that staff receive in-service on all child find procedures as soon as possible (i.e. at teacher orientation or faculty meetings). A copy of the *Arizona Child Find Tracking Form*, directions, and explanatory charts are attached for use with staff.

Under separate cover, you will receive a copy of a new AZ-TAS publication, "*Child Find: Guidelines for School-based Practices*". It is a resource for use in training or developing local child find procedures and includes case studies. These guidelines, along with other child find requirements, publications, and directory information for AZEIP and PEAs are available online at <http://www.ade.az.gov/ess/childfind>. For more information, call (602)364-4015 or 1-800-352-4558 (ask for Child Find and your call will be returned). For more information on AZEIP, call (602)532-9960 or 1-800-439-5609 or check developmental information and early intervention resources for families online at <http://www.de.state.az.us/azeip>.

The AZ-TAS guidelines recommend soliciting financial support from the community to develop and market Child Find products. Some sample Child Find marketing products are also being sent to you under separate cover. With these new changes and resources developed, Arizona should be able to increase earlier identification of children in the birth to 5 population who have developmental delays or disabilities.